**Directions: This document is meant to be edited by each company to suit its needs.**

1. **Insert your logo in the header.**
2. **Go through the entire document, adding and deleting elements to fit your needs.**
3. **At the drop-down sections, choose items appropriate to your company – delete lines not needed or add lines where needed. Only include items required for the job.**
4. **Fill in the physical requirements chart based on your expectations.**
5. **Delete these instructions before printing.**

**Position Title: Trainer**

**Position Purpose and Objectives**

**A trainer is responsible for delivering effective training to develop employees’ skills.**

**Department: Production**

**Department Supervisor: Workforce development manager, if applicable; director of human resources or director of operations**

**Direct Reports:**

**Employment Status:  Status: Exempt (salaried) or  Nonexempt (hourly)** (Check one)

**Specific Duties, Functions and Responsibilities**

* **Develop training to meet determined needs.**
* Determine specific outcomes to close identified skills gaps.
* Create training plans aimed at helping participants achieve stated outcomes.
* **Deliver/ensure excellent training.**
* Design/ensure training plans to achieve stated outcomes.
* Ensure participants engage in various methods to enhance retention.
* Evaluate training efforts.
* **Establish a system of intentional training.**
* Prepare session materials and plans ahead of time to take advantage of inclement weather days.
* Negotiate with foremen to schedule training for field employees.
* Schedule follow-up to evaluate whether post-training behaviors reflect outcomes.

**Required Knowledge, Skills and Abilities**

**Trainers must exhibit communication and training skills necessary to manage and facilitate a company-wide training program.**

Language skills – Ability to read, interpret or write in a professional manner

* Correspondence
* Regulations
* Operating, maintenance and other instructions

Interpersonal communication – Ability to communicate effectively as required

* Daily correspondence via email, text, phone and other company platforms
* With all company employees, including across language barriers
* In conflict situations

Oral Communication – Willingness and ability to present and facilitate ideas and conversations

* Clear and persuasive communication
* Active listening
* Effective presentation skills

Technology – Ability to use and keep abreast of technology developments

* Computers, phones and relevant company technology
* Computers, projectors and other training-related resources
* Assist company employees to engage in various training platforms in or outside the company

Adaptability – Ability to adapt to situations in the work environment

* Changes
* Delay
* Unexpected events

Ethical Behavior – Willingness to treat people with unconditional respect

* + Respects individual autonomy
  + Promotes a harassment-free environment
  + Upholds organizational goals and values

Dependability – Ability to function independently and reliability

* + Shows up early for all scheduled training events
  + Prepares all aspects of training ahead of time
  + Holds participants accountable for participation

**Education and Experience**

Essential

* Ability to use/learn business/training technology
* Education and/or experience in training and/or roofing

Preferred

* English fluency
* Spanish fluency
* Roofing or other trades experience
* Knowledge of training methods
* Experience training others
* NRCA Qualified Trainer designation

**Physical Requirements**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Never** | **Intermittently** | **Occasionally** | **Frequently** | **Constantly** | **Activity** | **Never** | **Intermittently** | **Occasionally** | **Frequently** | **Constantly** |
| Bending |  |  |  |  |  | **Lifting (lbs.)** |  |  |  |  |  |
| Kneeling |  |  |  |  |  | 1-10 |  |  |  |  |  |
| Twisting/turning |  |  |  |  |  | 11-20 |  |  |  |  |  |
| Crouching |  |  |  |  |  | 21-50 |  |  |  |  |  |
| Crawling |  |  |  |  |  | 51-75 |  |  |  |  |  |
| Walking on a level surface |  |  |  |  |  | 76-100 |  |  |  |  |  |
| Walking on an uneven surface |  |  |  |  |  | **Carrying (lbs.)** |  |  |  |  |  |
| Climbing stairs |  |  |  |  |  | 1-10 |  |  |  |  |  |
| Climbing ladders |  |  |  |  |  | 11-20 |  |  |  |  |  |
| Carrying ladders |  |  |  |  |  | 21-50 |  |  |  |  |  |
| Reaching above |  |  |  |  |  | 51-75 |  |  |  |  |  |
| Using arms |  |  |  |  |  | 76-100 |  |  |  |  |  |
| Using wrists |  |  |  |  |  | **Pushing**  **(lbs.)** |  |  |  |  |  |
| Handling/fingering |  |  |  |  |  | 1-10 |  |  |  |  |  |
| \* Grasping |  |  |  |  |  | 11-20 |  |  |  |  |  |
| \* Squeezing |  |  |  |  |  | 21-50 |  |  |  |  |  |
| **Vision** | **Yes** | **No** |  |  |  | 51-75 |  |  |  |  |  |
| Close |  |  |  |  |  | 76-100 |  |  |  |  |  |
| Distant |  |  |  |  |  | **Pulling**  **(lbs.)** |  |  |  |  |  |
| Color |  |  |  |  |  | 1-10 |  |  |  |  |  |
| Peripheral |  |  |  |  |  | 11-20 |  |  |  |  |  |
| Depth |  |  |  |  |  | 21-50 |  |  |  |  |  |
| **Endurance** |  |  |  |  |  | 51-75 |  |  |  |  |  |
| Repetitive Foot Motion |  |  |  |  |  | 76-100 |  |  |  |  |  |
| Standing |  |  |  |  |  | **Environment** |  |  |  |  |  |
| Walking |  |  |  |  |  | Inside |  |  |  |  |  |
| Sitting |  |  |  |  |  | Outside |  |  |  |  |  |
| Keyboarding |  |  |  |  |  | Heat |  |  |  |  |  |
| **Tool Use** |  |  |  |  |  | Cold |  |  |  |  |  |
| Hand tools |  |  |  |  |  | Dust |  |  |  |  |  |
| Power |  |  |  |  |  | Noise |  |  |  |  |  |
| Drivers |  |  |  |  |  | **Drive** |  |  |  |  |  |
| Forceful grip |  |  |  |  |  | Automatic |  |  |  |  |  |
| Metal brake |  |  |  |  |  | Standard |  |  |  |  |  |
|  |  |  |  |  |  | Forklift |  |  |  |  |  |